



JRCC VENUE USE –TERMS & CONDITIONS

This document inlists the general terms & condition of the use of JRCC’s venue by any 3rd party organizer/ contractor/ customer/ supplier, working on any event that the halls host or organize. The signatures at the end of this document serve as a guarantee that their owners have read & understood the content of it & therefor the hall clears its responsibility from any further claims or excuses by the undersigned of not fully or partially reading the content.

Contractual Basis

Contractor/Consultant/Supplier must be fully experienced and properly qualified and licensed to perform the work requested in the given event or project, and that it shall perform all work in a good and workmanlike manner and ensure a suitably safe environment and work site, to protect the general public, employees, and building owners in accordance with the best standards of practice.

Contractor warrants that it shall operate as an independent contractor and not as an agent of Al Jawaher Reception & Convention Centre (hereinafter referred to as “JRCC”).

Indemnification

- A. Contractor/Consultant/Supplier agrees to indemnify, defend and save JRCC (including officers, directors, and employees of JRCC) harm from and against any and all losses, damages, expenses (including attorney’s fees) claims, suits and liabilities based upon damages to, or destruction of, any property or injury to any person (including death) arising out of or attributable to the performance or nonperformance by Contractor; including injuries or damages caused in part by the negligence of JRCC, except for such injuries or damages which are caused solely by the negligence of the Company.
- B. In the event that employees of JRCC, or any tools, equipment, improvements or other property on or about the JRCC’s facilities are used by Contractor/Consultant/Supplier or any of its subcontractors, irrespective of who pays said employees and regardless of whether a rental or other consideration is paid for the use of said tools, equipment, improvements or other property, Contractor/Consultant/Supplier agrees to indemnify, defend and save the company (including attorney’s fees) claims, suits and liabilities arising out of incident or pertaining to the receipt, custody and/or use of said employees, tools, equipment, improvements or other property of JRCC, including injuries or damages caused in whole or in part by the negligence of JRCC.

Insurance

Prior to commencement of work on JRCC’s property, Contractor/Consultant/Supplier shall furnish to JRCC insurance certificates evidencing that it maintains the following areas:

- A. Workers compensation/employer’s liability
- B. Comprehensive General Liability including Premises/Operations, Products/Completed Operations, Collapse and Underground Damage, Contractual, and Independent Contractors, with minimum limit of AED200,000 each occurrence, combined single limit, Personal Injury and Property Damage.
- C. Certificate Holder and Additional Insured named on certificates of insurance should read as follows:
Al Jawaher Reception and Convention Centre
P.O. Box 1922, Sharjah, United Arab Emirates
Insurance certificates shall recite and insure the indemnification provisions mentioned above. Certificates(s) shall specify policy expiration date. In addition to the Insurance Certificate, a Security Deposit of AED10,000 shall be provided as well.

Security Deposit

- A. In case the Contractor/Consultant/Supplier will not be able to provide an Insurance Certificate, the Contractor/Consultant/Supplier shall pay a Security Deposit of AED10,000 before accessing JRCC. This deposit is insurance between the Contractor/Consultant/Supplier and JRCC, therefore, clients are not to be asked to cover the deposit amount.
- B. A Company Cheque shall be issued to ‘Al Jawaher Reception & Convention Centre’ which will be returned to Contractor/Consultant/Supplier upon vacating the venue if no damages, injury or lost were recorded during the given set-up and delivery period.

Venue Access

Access to the booked venue is available from 8:00am on the day of the event and should be vacated by 7:00am the next day, unless prior arrangements have been made.

All Contractor/Consultant/Supplier must submit the following information, at least 3 days prior to the event:

- A. Names of all the labors who will be working onsite – All labors should be under the Contractor/Consultant/Supplier’s employment visa.
- B. Copies of Labor Cards or Emirates IDs of all the labors
- C. Delivery Vehicle Information – Vehicle Type and Plate Number
- D. Driver’s ID or License Copy

All Contractor/Consultant/Supplier shall report to the in-charge Security Personnel upon arrival to JRCC to sign all necessary registration documents. A ‘Contractor’s Pass’ will be issued by the Security Personnel which must be shown at all times.

Failure to submit the above mentioned requirements, the Contractor/Consultant/Supplier will not be permitted to access JRCC.

Deliveries and Set-up

All deliveries must be advised and pre-arranged through JRCC, as the venue is not accessible without prior notice.

Contractor/Consultant/Supplier should comply with JRCC’s venue set-up regulations:

- A. Loading and unloading areas will be provided by JRCC. Contractor/Consultant/Supplier is not allowed to load or unload items in different areas without prior approval from JRCC.
- B. Contractor/Consultant/Supplier must refer from using the loading / unloading area stick to using the designated parking space for that matter.
- C. Contractor/Consultant/Supplier should cover the venue carpet with clean nylon, plastic, or carpet upon loading, unloading, setting-up, and dismantling and during the actual event. No direct contact of decorative, stage, catwalks, backdrops or any element on the carpet should occur.
- D. Flowers should be arranged and kept at the designated Flower Room. Contractor/Consultant/Supplier should avoid spillage of water from the flowers and direct application of the sponge base on tables and venue carpet.

Fire Safety Guidelines

- A. JRCC reserves the right to request the alteration of the set-up of any events to comply with fire, health and safety regulations.
- B. Access to fire extinguishers shall always be cleared from any obstructions.
- C. All Fire Exit doors, Toilet doors, and Shutter doors covered by wall drapes shall be provided with luminous fire exit signage and openings for emergency access.
- D. Contractor/Consultant/Supplier shall not tamper with electric controls or switches within JRCC premises without prior approval from JRCC.
- E. Contractor/Consultant/Supplier must use portable safety switches when using electrical equipment.
- F. Contractor/Consultant/Supplier shall provide JRCC with the electrical supply requirements before plugging any electrical system in JRCC’s electrical wall and floor boxes. If the installation is found to be unsatisfactory, the electrical supply will not be connected.
- G. The use of candles or similar flame equipment (naked flames, welding, grinding or use of heating equipment) within the venue is not permitted without prior approval from JRCC Operations and Events Departments. Contractor/Consultant/Supplier shall specify the type of candles and candle vases or holders that will be used during the event. If the candles are displayed on a high decorative holder, it should be sturdy and doesn’t wobble upon shaking the table. Contractor/Consultant/Supplier must submit the physical sample of the candle and candle vase or holder at least 2 weeks before the event date. JRCC reserves the right to restrict or refuse the usage of the submitted candle and holder or vase samples if necessary. The flame from the candle shouldn’t be exposed and the use of tall candle is restricted in the venue.

Health and Safety Guidelines

- A. Contractor/Consultant/Supplier health and safety performance is being monitored while at the venue and repeat offenders will be denied access to the venue, without recourse, if their track record is below standard.
- B. Contractor/Consultant/Supplier and their employees shall wear personal protective clothing when required such as goggles, safety glasses, masks, gloves, hair nets, etc. appropriate to the task. It is a must to wear a company uniform and safety shoes inside JRCC premises.
- C. Any injury at work—no matter how small—must be reported immediately to the Security Personnel in-charge or JRCC Management. Serious conditions often arise from small injuries if they are not cared for at once.
- D. Contractor/Consultant/Supplier shall protect the work site by providing proper fencing, lighting, safety tagging, and applying safety precautions to protect the public.
- E. Tow motors and lift trucks will be operated only by authorized personnel from JRCC.
- F. No items are to be nailed, screwed, stapled or adhered to the walls, doors, ceilings or any other surfaces.
- G. All signs designed for use outside the building must be suitably manufactured and safely fixed. Contractor/Consultant/Supplier must notify JRCC Operations and Events Departments at least two weeks in advance regarding the type of outdoor signs. JRCC Management shall assign the locations where outdoor signs can be installed.
- H. In case of using glass products (i.e. for decoration, backdrops, table top, etc.), Contractor/Consultant/Supplier shall ensure the usage of safety glasses. Below are the allowed types of glass that can be used in the venue:
 - Shatterproof or laminated glass
 - Splinter proof glass

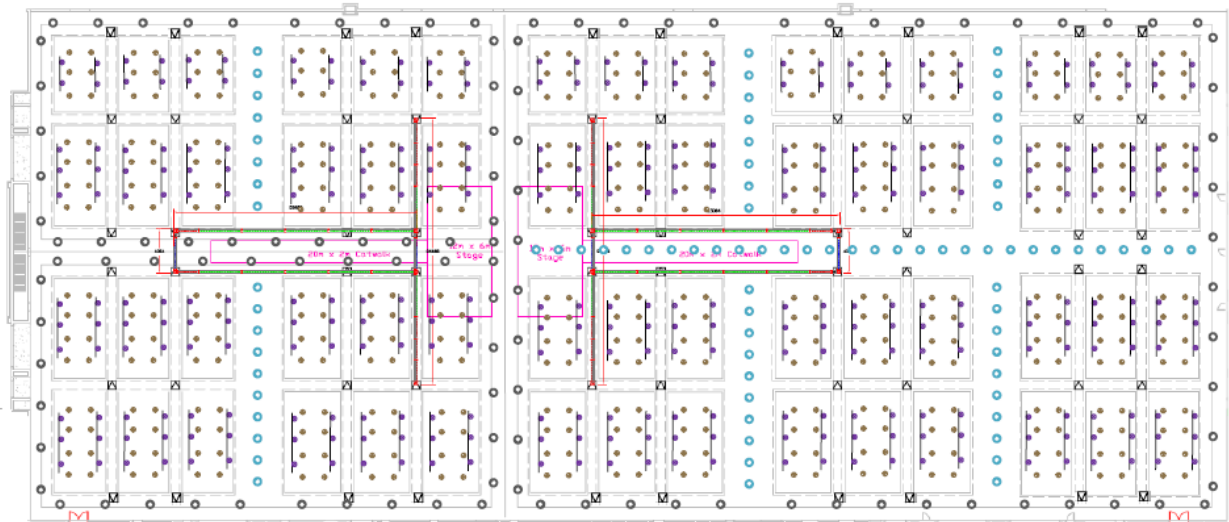
Event Lay-out

Venue lay-out plans or drawings should be submitted to JRCC Operations and Events Departments at least three weeks prior to the event date. Lay-out plans shall consider the maintaining of the emergency exit doors and routes, firefighting equipment in the hall and electrical distribution and boxes. All designs must be approved and signed by JRCC Operations and Events Departments.

Venue Rig Points

- A. Contractor/Consultant/Supplier shall give precise locations of required suspension points and shall also mention the accurate weight loadings to be suspended to each point. JRCC reserves the right to restrict or refuse the suspension of any system for which such information is not available or to restrict or refuse the suspension of any system due to loading limitations or if JRCC is not notified of the intention to use the rigging points.
- B. All contractors shall ensure that the suspension of any item is carried out in a safe manner and JRCC reserves the right to request alterations of suspension fittings whenever considered necessary. Any additional cost incurred in such actions will be borne by the client or supplier.
- C. Contractor/Consultant/Supplier must notify JRCC Operations and Events Departments 3 weeks before the event date if the following items will be installed and brought in to the venue:
 - Chain Hoist or Wire Winch Lifting Equipment
 - Truss Systems
 - Suspended Platforms
 - Lifting of Beams
 - Drapes

Hall layout marking available rigging points & their weight capacity.



Legend	Description	Quantity
⊕	Houselights/Down lights 42 Watts (cool white)/3200 Lumens/25 Degrees Luminous Flux/Intensity Rendering Range from 80-89% only	900 units
•••••	Genio Mobile RGB Lights (From TechnoPro) Luminous Flux 1.800 Lumens, 8 Degrees Lens	330 units
○	Genio Fix Amber Lights (From TechnoPro) Luminous Flux 1.800 Lumens, 25Degrees Lens	84 units
○	Genio Fix RGB Lights (From TechnoPro) Luminous Flux 1.800 Lumens, 25 Degrees Lens	112 units
⊠	Rig Points Capacity: 2 tons (40 points in the middle of the hall) 1 ton (20 side rigs, on both right and left sides)	60 Points

Good Manners and Right Conduct

- A. Individuals using improper language while at the venue will be reminded that the use of insulting, rude or derogatory terms is not acceptable. If a person persists on using such language they will be asked to leave the venue and may be subject to Police action.
- B. Contractor/Consultant/Supplier must work in accordance with the rules and regulations of the venue at all times. Failure to meet these requirements may result in Sharjah Police or Sharjah Economic Department involvement and/or expulsion from the venue.
- C. Smoking is not allowed within JRCC premises. Smoking is permitted outside the building only and away from the entrance doors. Failure to comply with this legal requirement may result in a fine of minimum AED5,000 and/or expulsion from the venue.

Cleaning

It is the responsibility of the Contractor/Consultant/Supplier to keep the premises in reasonable state of cleanliness, including ensuring all rubbish is contained in certified disposal center, appropriate for the particular type of waste at all times during set-up, the event, and upon leaving the venue.

I, the undersigned, have read and understood the Venue Use - Terms and Conditions for Al Jawaher Reception & Convention Centre and confirm that all the information mentioned will be adhered.

Company Representative	JRCC Representative
Name:	Name:
Signature:	Signature:
Position:	Position:
Company Name:	
Date:	Date:

For more information, please contact:

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